

Agreement on the Grading System of the United Graduate School of Agricultural
Sciences, Tottori University

Approved at the 73th General Academic Staff Meeting
on 2/13, 2015

(Purpose)

1. This agreement shall stipulate the requirements for grading at the United Graduate School of Agricultural Sciences (UGSAS), Tottori University.

(Guidelines for Grading)

2. Student academic performance shall be evaluated based on the following guidelines:
Grading should be conducted based on a five-point scale of A, B, C, D, and F. Course credits shall be given to those students who have passed the course, that is, those who have received a grade of A, B, C, or D. Credits shall not be given to those students who have received an F grade.

- a. For common subjects in the Graduate School, except for Academic Communication of Science, students shall be evaluated based on the results of either paper examinations or papers.

- b. For paper examinations, the five-point scale shall correspond to the following grade points:
A: 90 or higher B: 80 to 89 C: 70 to 79 D: 60 to 69
F: 59 or lower

- c. For papers, the five-point scale shall be basically based on the following criteria:

Grade	Criteria
A	The content of the paper sufficiently meets the instructor's expectations and shows outstanding theoretical development or new findings on the theme.
B	The content of the paper sufficiently meets the instructor's expectations.
C	The content of the paper almost meets the instructor's expectations or while it does not sufficiently meet the instructor's expectations, it shows that some effort was made.
D	While the content of the paper does not sufficiently meet the instructor's expectations, it contains correct answers.
F	The content of the paper does not meet the instructor's expectations at all.

- d. Evaluations by criteria other than paper examinations or papers (attitude in class, attendance, etc.) can be added in the form of additional points at the instructor's discretion. However, an "A" grade can be given only when the above b and c criteria are met.

- e. The Academic Communication of Science course shall be graded on a Passed/Not Passed basis with due consideration for attendance.
- f. For subjects in each major category, since main and assistant advisors are responsible for the enhancement of the research and teaching abilities of students, evaluations shall be made by each advisor at his/her discretion and on a Passed/Not Passed basis.
The letter grades for Passed/Not Passed shall be S and F, where S represents Passed and F represents Not Passed.

(Grade Report)

- 3. Instructors in charge of grading shall report grading results via pre-determined procedures by the designated date in each term.

(Grade Appeals)

- 4. After receiving the course grade, if the student finds that either of the following applies to his/her grade, he/she can lodge an appeal of the instructor's decision by submitting a Request for Grade Confirmation form (see separate sheet) within the designated period:
 - a. In cases where it is obvious that the instructor made a mistake, such as an incorrect grade entry.
 - b. In cases where in light of the existing grading method and criteria, the given grade is admittedly questionable.

(Response to Appeals)

- 5. The Vice Dean of the United Graduate School of Agricultural Sciences shall be responsible for responding to student appeals (hereinafter referred to as the "Responsible Person") and the secretariat of each member university (Academic Affairs Section of the UGSAS at Tottori University, Academic Affairs Group of the Faculty of Life and Environmental Science at Shimane University, General Affairs Section of the Faculty of Agriculture at Yamaguchi University) shall serve as contact points to receive appeals. Students are not allowed to make an appeal directly to their instructors.

(2) The Responsible Person shall confirm the content of the appeal, have an interview with the student and the instructor in charge of grading, discuss and coordinate the matter with the committee members of each member university, and promptly ask the instructor in charge to make a final decision on the grade. However, if the Responsible Person decides that the appeal does not fall under the appealable cases stipulated in the section 4 above, he/she shall inform the student of the decision.

(3) When the instructor in charge of grading is asked to make a final decision on the grade by the Responsible Person, he/she shall do so within one week.

(4) The Responsible Person shall then confirm the decision of the instructor in charge of grading, interview him/her as needed for adjustment, and inform the student of the final decision within two weeks following the date when the appeal was lodged.

When it is difficult to make an adjustment with the instructor in charge of grading, the Dean of UGSAS shall make the final decision.

(Grade Alterations)

6. When grade alterations are required due to appeals or any other exceptional circumstances, the instructor in charge of grading shall complete the required procedures at the Academic Affairs Section of UGSAS at Tottori University.

(Other)

7. For matters necessary for grading other than those stipulated herein, the Meeting of Board of Representatives and the General Academic Staff Meeting shall deliberate and decide on them.

Supplementary Note

This Agreement will take effect on 2/13, 2015.